HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

Minutes of the Regular Session of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, January 7, 2014 at 10:00 A.M., in meeting room 4-C located on the fourth floor of the Administration Building.

HR COMMITTEE MEMBERS PRESENT: Maly, Ballweg, Frohling, Greshay and Marsik

ALSO PRESENT: Joseph Rains, Human Resources Director; Sarah Eske, Human Resources Analyst; James Mielke, Dodge County Administrator; Angela Zilliox, Human Resources Specialist - Clearview; Kenneth Kamps, Human Services & Health Division Manager; Leann Schultz, Insurance & Benefits Coordinator; Jodie Miller, Judicial Assistant

Meeting called to Order by Chairperson Maly at 10:00 a.m.

Roll call was taken. All members present.

Rains verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Frohling to approve the agenda and allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Marsik. Motion carried.

Maly asked if anyone present had any public comments. None were heard.

Motion by Greshay to approve the minutes of the December 17, 2013 regular meeting and closed session meeting of the Human Resources and Labor Negotiations Committee. Second by Frohling. Motion Carried.

Miller explained her request to be allowed to enroll in the dental insurance benefit. She stated that at the time she became eligible to enroll in the plan she was working part-time and was unable to afford the cost of the pro-rated health insurance premiums and the cost of the pro-rated dental insurance premiums. She stated she has since taken a full time position and would like to enroll in the dental. Rains explained the plan policy that an employee has 30 days from the qualifying event to enroll and that if you do not do so there are no open enrollment periods. Rains stated that the last time the Committee approved an open enrollment period was in 2006. The Committee inquired about the possibility of having an open enrollment period in the future. Rains stated that it is possible, but recommended that if we are to have an open enrollment consideration should be given as to how it affects the budget process. Marsik asked about the possibility of a waiting period after the open enrollment period before benefits would start to be paid. Rains stated that he would need to research this. The Committee asked that an agenda item be added to a future meeting date to explore the possibility of an open enrollment.

Motion by Greshay to allow the enrollment for Miller. Second by Frohling.

Discussion followed. Ballweg empathized with Miller, but stated that other requests have come before the Committee and the Committee has not granted those requests. Ballweg stated he would like to look at the pros and cons of having an open enrollment and asked this be added to a future agenda.

Motion called. Frohling and Greshay voted yea and Ballweg, Maly, and Marsik voted nay. Motion failed.

Rains stated that he had a chance to talk to Jane Hooper, Clearview Administrator, regarding possible effects, if any, of changing the County's definition of full-time in order to allow Cayla Her, Victim Witness Coordinator, to qualify for the Loan Forgiveness Program. Rains reminded the Committee that Her presented her request at the last meeting. The Committee held a lengthy discussion. The Committee was concerned that if they made an exception for Her, the effects throughout the County could be very problematic, especially for Departments where there are large numbers of part-time employees. They also took into consideration that these requirements were set for a reason and the Committee felt very uneasy about trying to circumvent the program's requirements.

Motion by Ballweg to deny the request. Second by Marsik. Motion carried.

Rains stated that since her part-time work hours at Dodge County already exceed 30 hours per week, if she were to find a second qualifying employer (i.e., governmental entity, non-profit, etc.) and work at least one hour per week she would meet the program requirements.

The Committee reviewed the Personnel Requisitions. Mielke recommended approval of the Personnel Requisitions.

Motion by Frohling to approve the Personnel Requisitions as presented. Second by Greshay. Motion carried.

- One (1) Child Support Aide LTE, Child Support Department
- One (1) Child Support Specialist I LTE, Child Support Department
- One (1) County Patrolman F.T., Highway Department
- One (1) Custodian II F.T., Physical Facilities Department
- One (1) Custodian II F.T.-LTE, Physical Facilities Department

Leave of Absence: None.

The Committee reviewed the Salary, Wage, and Status changes as presented.

Motion by Maly to not have Rains read each one aloud, but have each Committee Member review and ask questions if they wish. Second my Marsik. Motion Carried.

NEW HIRE – UNION: None. RE-HIRE – UNION: None. RECLASSIFICATION – UNION: None. STEP INCREASE – UNION: None. NEW HIRE: Sara J. Haag, Deputy Clerk of Courts, Clerk of Courts Department at \$16.66, Pay Grade DC04, Step ST01 effective 12-09-13; Karri Ann S. Huck, Receptionist II, Clerk of Courts Department at \$12.81, Pay Grade DC02, Step ST01 effective 12-04-13. RE-HIRE: None. LIMITED TERM/SEASONAL: None. RECLASSIFICATION: Patrick P. Litscher, Attorney, Child Support Department at \$35.55, Pay Grade DCN15, Step 11Y9 effective 01-01-14; Mary Kay Westimayer, Administrative Secretary, Physical Facilities Department at \$17.15, Pay Grade TSU05, Step 6M54 effective 01-02-14. STEP INCREASE: Patrick P. Litscher, Attorney, Child Support Department at \$36.27,

Pay Grade DC10, Step S11B effective 01-30-14; Bernadette M. Mueller, Director Child Support, Child Support Department at \$34.87, Pay Grade DC11, Step S07B effective 02-05-14; Cheryl L. Sahr, Child Support Specialist II, Child Support Department at \$19.12, Pay Grade DC05, Step ST02 effective 01-17-14; Elizabeth M. Statz, Child Support Specialist II, Child Support Department at \$19.65, Pay Grade DC05, Step ST03 effective 02-10-14; Susan K. Whiting, Account Clerk III, Child Support Department at \$18.56, Pay Grade DC04, Step ST05 effective 02-23-14; Jodie M. Miller, Judicial Assistant, Circuit Court Department at \$19.04, Pay Grade DC04, Step ST06 effective 01-23-14; Deborah Bortz, Deputy Clerk of Courts, Clerk of Courts Department at \$19.04, Pay Grade DC04, Step ST06 effective 01-02-14: Michelle M. Kenning, Office Manager, Clerk of Courts Department at \$25.06, Pay Grade DC08, Step ST02 effective 01-01-14; Bonnie E. Budde, Chief Deputy County Clerk, County Clerk Department at \$20.18, Pay Grade DC05, Step ST04 effective 02-11-14; Robert G. Barrington, Office Manager/Litigation Specialist, District Attorney Department at \$37.93, Pay Grade DC14, Step ST02 effective 01-01-14; Dawn M. Bjork, Legal Assistant, District Attorney Department at \$19.28, Pay Grade DC04, Step ST7A effective 02-10-14; Shelby A. Brandsma, Director Family Court Counseling, Family Court Counseling Department at \$29.29, Pay Grade DC09, Step ST05 effective 01-01-14; Cheryl N. Braun, Account Clerk II - Highway, Highway Department at \$17.14, Pay Grade DC04, Step ST02 effective 01-02-14; Brian D. Kassube, Foreman, Highway Department at \$24.36, Pay Grade DC07, Step ST04 effective 01-03-14; Joseph J. Lechner, Patrol Superintendent, Highway Department at \$31.00, Pay Grade DC11, Step ST02 effective 02-20-14; Cindy L. Midtbo, Account Clerk II, Highway Department at \$20.23, Pay Grade DC04, Step S09A effective 01-02-14; Kenneth W. Schmuhl, State Patrolman, Highway Department at \$21.66, Pay Grade DC04, Step S12A effective 01-08-14; Steven J. Unferth, State Patrolman, Highway Department at \$21.66, Pay Grade DC04, Step S12A effective 01-05-14; Matthew W. Yuenger, County Patrolman, Highway Department at \$21.66, Pay Grade DC04, Step S12A effective 02-20-14; John G. Zehren, Equipment Operator, Highway Department at \$22.04, Pay Grade DC05, Step S08A effective 01-03-14; Amy J. Beranek, Economic Support Specialist – Lead, Human Services & Health Department at \$21.10, Pay Grade DC06, Step ST02 effective 01-02-14; Jodell K. Bolda, Social Worker II, Human Services & Health Department at \$23.08, Pay Grade DC07, Step ST02 effective 01-10-14; Diane L. Coulter, ADR Specialist II, Human Services & Health Department at \$23.44, Pay Grade DC06, Step ST06 effective 01-06-14; Barbara J. Cross, Senior Social Worker, Human Services & Health Department at \$28.88, Pay Grade DC08, Step ST08A effective 02-07-14; Kristen M. Ganster, Economic Support Aide, Human Services & Health Department at \$14.82, Pay Grade DC02, Step ST07A effective 01-02-14; Doreen A. Goetsch, HS Supervisor - Long-Term Support, Human Services & Health Department at \$30.63, Pay Grade DC10. Step ST04 effective 01-03-14; Ryan D. LeClair, Psychiatric Therapist II, Human Services & Health Department at \$30.79, Pay Grade DC09, Step ST07B effective 01-10-14; Sheri M. Welch, Clinical Secretary II, Human Services & Health Department at \$16.00, Pay Grade DC03, Step ST04 effective 01-21-14; James C. Wiersma, Senior Social Worker, Human Services & Health Department at \$29.23, Pay Grade DC08, Step ST08B effective 02-10-14; Ruth M. Otto, Director – Information Technology, Information Technology Department at \$41.89, Pay Grade DC15, Step ST02 effective 01-02-14; Ben D. Schiffer, Technical Services Specialist, Information Technology

Department at \$23.08, Pay Grade DC07, Step ST02 effective 01-02-14; William J. Ehlenbeck, Manager – Parks & Trails, Land Resources & Parks Department at \$33.58, Pay Grade DC11, Step ST05 effective 01-03-14; Steven J. Noe, Senior Cartographer, Land Resources & Parks Department at \$29.23, Pay Grade DC08, Step S08B effective 01-04-14; Nathan J. Olson, Senior Planner, Land Resources & Parks Department at \$29.23, Pay Grade DC08, Step S08B effective 02-11-14; Andrew L. Denure. Custodian II, Physical Facilities Department at \$17.57, Pay Grade DC02, ST14B effective 01-15-14; Randy L. Nofsinger, Maintenance Mechanic, Physical Facilities Department at \$20.71, Pay Grade DC05, Step ST05 effective 01-30-14; Peter S. Kaczmarski, Communications Officer, Sheriff's Department - Comm Division at \$25.22, Pay Grade DC05, Step S14A effective 01-05-14; David J. Zirbel, Communications Sergeant, Sheriff's Department – Comm Division at \$27.81, Pay Grade DC07, Step S09B effective 01-25-14; Dustin R. Beck, Jail Supervisor, Sheriff's Department – Jail Division at \$27.34, Pay Grade DC08, Step ST05 effective 01-03-14; Steven M. Boyd, Correctional Officer-Relief, Sheriff's Department - Jail Division at \$17.34, Pay Grade DC04, Step ST02 effective 02-22-14; Scott D. Buckner, Jail Program Specialist – Relief, Sheriff's Department – Jail Division at \$25.21. Pay Grade DC05, Step S13B effective 02-05-14; Arthur A. Elsner, Corporal – Jail, Sheriff's Department – Jail Division at \$26.62, Pay Grade DC06, Step S11B effective 02-05-14; Nathaniel D. Hein, Correctional Officer – Relief, Sheriff's Department – Jail Division at \$17.39, Pay Grade DC04, Step ST02 effective 02-22-14; Brian J. Hill, Correctional Officer – Relief, Sheriff's Department – Jail Division at \$23.10, Pay Grace DC04, Step ST14B effective 01-23-14; Jason D. Hundt, Jail Supervisor, Sheriff's Department - Jail Division at \$29.93, Pay Grade DC08, Step ST09B effective 02-01-14; Robert G. Kucharski, Corporal-Jail – Relief, Sheriff's Department - Jail Division at \$26.33, Pay Grade DC06, Step S11A effective 02-05-14; Jason A. Polsin, Jail Supervisor, Sheriff's Department - Jail Division at \$28.19, Pay Grade DC08, Step S07A effective 03-01-14; Thomas H. Polsin, Deputy Jail Administrator, Sheriff's Department- Jail Division at \$34.66, Pay Grade DC10, Step S09B effective 02-17-14; Benjamin P. Schepp, Corporal – Jail, Sheriff's Department – Jail Division at \$26.62, Pay Grade DC06, Step S11B effective 03-24-14; Kevin K. Schultz, Corporal – Jail, Sheriff's Department - Jail Division at \$25.49, Pay Grade DC06, Step S10A effective 01-6-14; Jay M. Westhuis, Jail Program Specialist - Relief, Sheriff's Department – Jail Division at \$25.21, Pay Grade DC05, Step ST13B effective 01-04-14; Trace D. Frost, Captain – Patrol, Sheriff's Department – Patrol Division at \$36.64, Pay Grade DC12, Step ST06 effective 02-06-14; James A. Ketchem, Lieutenant, Sheriff's Department - Patrol Division at \$31.63, Pay Grade DC10, Step ST05 effective 02-14-14; Brian G. Loos, Lieutenant, Sheriff's Department – Patrol Division at \$31.63, Pay Grade DC10, Step ST05 effective 02-28-14. NON-SCHEDULED INCREASE: None.

The Committee reviewed the Orientation Period Report as presented. Rains stated that the orientation reports are now being completed on the new Performance Review form and asked the Committee if they wished to continue to review them. It was the consensus of the Committee to continue to review the Orientation Progress Reports and that the HR Department could provide one (1) copy of the Orientation Report to the Committee for review.

Committee Member Reports: None.

HR Director's Report:

- a) Disciplinary Actions: Nothing to report.
- b) <u>Grievances and Arbitrations</u>: Rains informed the Committee that he received an email from the arbitrator regarding the Sworn Union arbitration in the Step Increase grievance. The arbitrator provided possible dates for the arbitration. The Union has not responded. Rains will inform the Committee once the date is determined.

Rains informed the Committee that the terminated Clearview employee has indicated that she would like to move forward to a hearing before an Independent Hearing Officer (IHO). Rains indicated that he is looking into using staff from the Wisconsin Employment Relations Commission to serve as an IHO n this matter.

c) Other: Rains informed the Committee that the Flex Benefit debit cards have not been mailed to employees as of today's date. Rains stated that he has been in contact with the third party administrator and they are diligently working to get the cards out to the employees.

Future Agenda Items:

Discussion and consideration of an open enrollment period for the Dental Insurance. Discussion regarding the Insurance consultant.

Future Meeting Dates and Times:

The next regular scheduled meetings of the Human Resources and Labor Negotiations Committee are: January 21, 2014 and February 4, 2014 at 10:00 a.m. in room 4C of the Administration Building.

Meeting adjourned by order of the Chairperson at 11:05 a.m.

Domia Mary, G

Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.